

IRIS Biweekly Payroll Schedule for Jan - June 2008							
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day							
Documents MUST be received in Compensation before Wednesday 5:00 PM	Data and Time Input MUST be entered before Thursday 5:00 PM Payroll Run (Prelim)	Corrections and Other Data MUST be entered before Sunday 5:00 PM*** Payroll Correction Run (Trial)	Departments have until 3:00 PM on Monday for the biweekly payrolls Payroll Correction Final Run	Payroll Period Dates			
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR #
1/2/2008	1/3/2008	1/6/2008	1/7/2008	12/23	1/5	1/11	1
1/16/2008	1/17/2008	1/20/2008	1/21/2008	1/6	1/19	1/25	2
1/30/2008	1/31/2008	2/3/2008	2/4/2008	1/20	2/2	2/8	3
2/13/2008	2/14/2008	2/17/2008	2/18/2008	2/3	2/16	2/22	4
2/27/2008	2/28/2008	3/2/2008	3/3/2008	2/17	3/1	3/7	5
3/12/2008	3/13/2008	3/16/2008	3/17/2008	3/2	3/15	3/21	6
3/26/2008	3/27/2008	3/30/2008	3/31/2008	3/16	3/29	4/4	7
4/9/2008	4/10/2008	4/13/2008	4/14/2008	3/30	4/12	4/18	8
4/23/2008	4/24/2008	4/27/2008	4/28/2008	4/13	4/26	5/2	9
5/7/2008	5/8/2008	5/11/2008	5/12/2008	4/27	5/10	5/16	10
5/20/2008	Wednesday 5/21/2008	5/22/2008 & 5/25/2008	5/26/2008	5/11	5/24	5/30	11
6/4/2008	6/5/2008	6/8/2008	6/9/2008	5/25	6/7	6/13	12
6/18/2008	6/19/2008	6/22/2008	6/23/2008	6/8	6/21	6/27	13

*** The IRIS HR Payroll system will be available for changes Saturday until 5:00 pm and Sunday until 5:00 pm

IRIS Monthly Payroll Schedule for Jan - June 2008							
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day							
Documents MUST be received in Compensation before 5:00 PM	Data and Time Input MUST be entered before 5:00 PM Payroll Run (Prelim)	Corrections and Other Data MUST be entered before 5:00 PM Payroll Correction Run (Trial)	Corrections and Other Data MUST be entered before 5:00 PM Payroll Correction Final Run	Payroll Period Dates			
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR #
1/21/2008	1/22/2008	1/23/2008	1/24/2008	1/1	1/31	1/31	1
2/19/2008	2/20/2008	2/21/2008	2/22/2008	2/1	2/29	2/29	2
3/18/2008	3/19/2008	3/20/2008	3/21/2008	3/1	3/31	3/31	3
4/17/2008	4/18/2008	4/21/2008	4/22/2008	4/1	4/30	4/30	4
5/14/2008	5/15/2008	5/16/2008	5/19/2008	5/1	5/31	5/30	5
6/12/2008	6/13/2008	6/16/2008	6/17/2008	6/1	6/30	6/30	6